

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120138-2 DDS/OL/SD 80

XXXXXXX

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Cognizant Office T/Allocation 61 Stock Status Report

REPORT

X STATISTICAL
NARRATIVE
MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)
	X LOGISTICS	SECURITY	
	MEDICAL	FINANCE	
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)
6	Monthly		6
7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer Print-Out	X YES	IF YES GIVE ADP PROCESSING NO.	222
10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
OCS, DC/TSD			

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-11	5.72		320		1830.40		12		21,964.80

B. COSTS OF COMPUTER PRODUCED REPORTS

			5.22	72	375.84
--	--	--	------	----	--------

TOTAL COSTS PER YEAR

22,340.64

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). If known, include date report was first started and component who established requirement.

This report is used extensively by TSD as a basic stock reference source. In addition, is used as a stock management and analysis tool.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X	RETAIN AS IS	<input type="checkbox"/> OTHER (explain)
	CHANGE	
	DISCONTINUE	

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

STAT

15. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

5 Oct 1970 Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120138-2